



Statewide Dual Credit Course Updates & Expansion 2021 Request for Applications (RFA)

Tennessee Department of Education | November 2021

Application Due Date: November 15, 2021

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General Information

Background

Statewide dual credit (SDC) classes are college-level courses taught at the high-school level by trained high-school teachers. Course learning objectives are developed by Tennessee college faculty in order to ensure alignment with post-secondary standards. All SDC courses must be designed by post-secondary faculty and approved by the Consortium for Cooperative Innovative Education before they can be offered as a part of the State's current pilot program. SDC course revision is mandated by Tenn. Code Annotated Title 49, Chapter 15.

Two new SDC courses will be created (Introduction to Education and Principles of Marketing) by teams of 4-8 postsecondary faculty per course. These teams will select an open access text book, create learning objectives, an exam blueprint, exam content, and virtual teacher training. There will be a designated lead faculty member who will be expected to guide the work toward final deliverables, conduct weekly meetings with the content committee, attend monthly leadership update meetings, and email the Program Manager with meeting minutes.

Five of 11 SDC courses will be revised (Criminal Justice, Introduction to Probability & Statistics, Psychology, Speech & Communications, Introduction to Agriculture Business) where a team of 4-8 postsecondary faculty will be contracted per course to select and open access textbook, review and revise learning objectives, exam structure, exam items, and teacher training(s). There will be a designated lead faculty member who will be expected to guide the work toward final deliverables, conduct weekly meetings with the content committee, attend monthly leadership update meetings, and email the Program Manager with meeting minutes.

All 11 existing SDC courses plus the 2 new SDC courses will require up-to-date pacing guides and teacher training materials to ensure high schools cover all SDC exam content. Two high school teachers will be contracted per course (American History II, Criminal Justice, Introduction to Business, Introduction to Probability & Statistics, Pre-Calculus, Psychology, Speech and Communications, World History, Introduction to Agriculture Business, Introduction to Plant Science, Introduction to Sociology, Introduction to Education, and Principles of Marketing) to provide the secondary perspective.

Procurement Purpose

The department is seeking up to 69 contractors for the SDC projects and roles listed above. Contracts will be awarded for three possible roles: lead faculty member, team member, and high school teacher. Contract scope will vary based on role and content area.

The Contractors for course creation will be charged with creating two new SDC courses (Introduction to Education and Principles of Marketing) that allow Tennessee students to earn postsecondary credit at the high-school level. This includes:

1. Selecting an Open Educational Resource (OER) textbook to serve as a foundational resource for the course.
2. Creating learning objectives that align with current postsecondary course expectations and selected OER textbook.
3. Creating a challenge exam blueprint aligned to the learning objectives that indicate the percentage of each topic represented on the challenge exam.
4. Establishing cut score/exam time to align with cut score/exam time of current postsecondary course.
5. Creating individual test items that align with the OER, learning objectives, blueprint, and current postsecondary course expectations.
6. Preparing a document that summarizes the updates to the course.
7. Creating and recording a one-hour training providing an overview of the course learning objectives, OER, pacing guide, test structure, and scope of test questions. If the challenge exam will include a speech or essay, then the training will include an overview of the rubric with examples pulled from speech(es) or essay(s).

The Contractors for course updates will be charged with revising five SDC courses (Criminal Justice, Introduction to Probability & Statistics, Psychology, Speech and Communications, and Introduction to Agriculture Business) allow Tennessee students to earn postsecondary credit at the high-school level. This includes:

1. Selecting an Open Educational Resource (OER) textbook to serve as a foundational resource for the course.
2. Reviewing current learning objectives to determine alignment with current postsecondary course expectations and selected OER textbook and reporting projected revisions.
3. Creating a challenge exam blueprint aligned to the updated learning objectives that indicate the percentage of each topic represented on the challenge exam.
4. Reviewing current cut score/exam time and revising the expectation to align with the current postsecondary course.
5. Recording a 45- to 60-minute presentation of the updates to the course.

The Contractors for K12 curriculum updates will be charged with creating a standards crosswalk and a pacing guide for one of thirteen (13) SDC courses (American History II, Criminal Justice, Introduction to Business, Introduction to Probability & Statistics, Pre-Calculus, Psychology, Speech and Communications, World History, Introduction to Agriculture Business, Introduction to Plant Science, Introduction to Sociology, Introduction to Education, and Principles of Marketing). This includes:

1. Creating one semester-long and one year-long pacing guide aligned to the test blueprint that provides secondary teachers with guidance on the depth and breadth of each learning objective and/or topic area.

The following chart applies only to full, time employees who work at state institutions. Full time employees of private institutions, public schools, or part-time employees of state institutions who do not receive benefits from the state will receive the base stipend only.

Contractor	SDC Course Creation	SDC Course Redesign
Lead Faculty	\$5,000.00 + benefits	\$4,000.00 + benefits
Faculty Team Member	\$4,000.00 + benefits	\$3,000.00 + benefits
High School Teacher	\$2,000.00	\$2,000.00

Communications

Applicants must direct communications concerning this request for applications to the following person designated as the solicitation coordinator:

Zachary Adams, Director of Postsecondary Coordination & Alignment
Office of Career Pathways
Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 9th Floor
Nashville, TN 37243
615-326-4208
Zachary.Adams@tbr.edu

Review Process

All complete application packages that meet the requirements and received by the department on or before the application deadline will be reviewed by three (3) evaluators. Each evaluator will provide each application with a merit score based upon the review criteria and rubric. A copy of the scoring rubric can be found in [Attachment A](#). An average score will serve as the basis for selection.

This request for applications by the department does not create rights, interests, or claims of entitlement in any applicant. The department reserves the right to reject any response. All

contract award decisions are final. **All contracts are subject to the availability of funds and approval by state procurement offices.**

Schedule

Event	Time (central time zone)	Date
RFA Released	8:00 AM	Nov. 1, 2021
Application Deadline	11:59 PM	Nov. 15, 2021
Notice of Contract Award	5:00 PM	Nov. 22, 2021
Proposed Contract Start Date	8:00 AM	Dec. 1, 2021

Application Procedures

The application must be completed and submitted via Formstack by 11:59 PM Central Standard Time on Nov. 15, 2021. **Paper copies of this application will not be accepted.**

Steps to submit an application:

Applicants must complete all sections of the Formstack link and submit their application through the appropriate channels within their organization.

Formstack (for postsecondary faculty and high school teachers)

https://stateoftennessee.formstack.com/forms/sdc_course_revision_faculty_interest_form_2021

Application Components

- First name / Last name / Email address - demographic information
- Institution – where applicant currently teaches
- Job Status – full time, part time with benefits, part time without benefits
- Have you ever been involved with SDC before? - Yes or No
 - If yes, please explain your SDC experience in 1-2 sentences. - brief written response
 - If no, in 1-2 sentences, please explain any experiences you have had that would be relevant to this project.
- What course(s) team are you interested in joining? - applicant can select one or more of the following SDC courses: American History, Criminal Justice, Introduction of Agriculture Business, Introduction to Business, Introduction of Plant Science, Introduction to Sociology, Pre-Calculus, Probability & Statistics, Psychology, Speech and Communications, World History, Introduction to Education, Principles of Marketing

Deliverable	Description	Tentative Deadline
OER Textbook Selection	Select an Open Educational Resource (OER) textbook to serve as a foundational resource for the course.	December 17, 2021
Draft Learning Objectives	Create learning objectives that align with current postsecondary course expectations and selected OER textbook.	January 7, 2022
Draft Blueprint	Create a challenge exam blueprint aligned to the learning objectives that indicates the percentage of each topic represented on the challenge exam.	January 7, 2022
Challenge Exam Cut Score and Exam Time Constraints	Establish cut score/exam time to align with cut score/exam time of current postsecondary course.	January 21, 2022
Pacing Guide	Create one semester-long and one year-long pacing guide aligned to the test blueprint that provides secondary teachers with guidance on the depth and breadth of each learning objective and/or topic area.	February 4, 2022
Draft 50% of Test Items	Review and, as needed, revise or create individual test items that align to the OER, learning objectives, blueprint, and current postsecondary course expectations.	March 4, 2022
Draft 100% of Test Items	Review and, as needed, revise or create individual test items that align to the OER, learning objectives, blueprint, and current postsecondary course expectations.	April 8, 2022
Final Test Items	Final test items that align to the OER, learning objectives, blueprint, and current postsecondary course expectations.	May 6, 2022
One-Page Summary of Changes	Prepare a document that summarizes the updates to the course	May 20, 2022
Recorded Presentation	Create and record a one-hour training providing an overview of the course learning objectives, OER, standards crosswalk, pacing guide, test structure, and scope of test questions. If the challenge exam will include a speech or essay, then the training will include an overview of the rubric with examples pulled from speech(es) or essay(s).	May 27, 2022

- Will the time frame above work with your fall 2021, spring 2022, and summer 2022 schedule? - Yes or No
- Describe your comfort using online tools to work collaboratively and list any collaboration tools you have used. - A brief written response
- Please upload your current CV or resume.

Qualifications & Experience:

- SDC Experience
 - Participated in initial or revision curriculum and exam creation team.
 - Participated on curriculum resource/teacher training team spring 2020.
 - Participated in teacher training creation and delivery previous years.
 - Speech or essay grader
- Curriculum & Standardized Exam Experience
 - Participated in postsecondary general education content curriculum development.
 - Participated in postsecondary general education content standard exam.
 - Participated in other content curriculum development.
 - Participated in other content standard exam.
- Secondary Experience
 - Taught content area in a high school.
 - Taught dual enrollment/dual credit class in content area.
 - Worked on secondary curriculum creation.
- Postsecondary Experience
 - Teach aligned course at the postsecondary level.
 - Teach/taught dual enrollment/dual credit class in the content area.
 - Teach/taught first-year level classes (familiar with college transition issues).

Attachment A: Scoring Rubric

	Strong: 4	Moderate: 2	Weak: 0	Points
SDC Experience	<ul style="list-style-type: none"> • Participated on initial or revision curriculum and exam creation team • Participated on curriculum resource/teacher training team spring 2020 • Participated in teacher training creation and delivery previous years • Speech or essay grader 	2 of the 4 previous experience bullets	None of the experience bullets	
Curriculum & Standardized Exam Experience	<ul style="list-style-type: none"> • Participated in postsecondary (PS) gen ed content curriculum development • Participated in PS gen ed content standard exam • Participated in other content curriculum development • Participated in other content standard exam 	2 of the 4 previous experience bullets	None of the experience bullets	
Secondary Experience	<ul style="list-style-type: none"> • Taught content area in a high school • Taught Dual Enrollment/Dual Credit class in content area • Worked on secondary curriculum creation 	1 of the 3 previous experience bullets	None of the experience bullets	
Postsecondary Experience	<ul style="list-style-type: none"> • Teach aligned course at the postsecondary level • Teach/taught DE/DC class in the content area • Teach/taught freshman level classes (familiar with college transition issues) 	1 of the 3 previous experience bullets	None of the experience bullets	

